EXHIBITION REGULATIONS

FOR EVENTS

As of: January 2013

The Exhibition Regulations remain subject to change, where concerning CityCube Berlin, due to ongoing construction developments and the corresponding approval procedures.
Scope:

The exhibition regulations contained herein apply to congresses and special events involving the use of exhibition booths which are generally constructed as one-level (prefabricated) stands. The Lessee (hereinafter also referred to as Organizer) shall observe and implement the exhibition regulations. They form an integral part of the contract. The Organizer undertakes to contractually obligate all exhibitors to apply the exhibition regulations contained herein.

The exhibition regulations take into consideration, in particular, the requirements of the Berlin “Verordnung über den Betrieb von baulichen Anlagen” [regulations on the operation of structural works] from 10 October 2007 (operational regulations hereinafter referred to as BetrVO), as well as the building license notice issued by Messe Berlin and statutory environmental protection regulations. As a result of its structural features and the ensuing conditions concerning building supervision, special requirements apply with regard to ICC Berlin.

The provisions laid out in these exhibition regulations apply to the construction of fair and exhibition stands in ICC Berlin, CityCube Berlin, in Halls 14.2-15.2, in the Palais am Funkturm, in the Marshall-Haus and in the BERLIN assembly room in Hall 7. Compliance with the “Technische Richtlinien der Messe Berlin GmbH” [Messe Berlin Technical Guidelines] while on the exhibition grounds and in the exhibition halls is mandatory. These are available to download online. The “Technical Guidelines” can be sent to the Lessee on request.

In the event of conflict between the Exhibition Regulations and the Technical Guidelines, the relevant provision in the Technical Guidelines shall apply in case of doubt.

Please note that, should safety deficiencies be detected and not remedied prior to the start of an event, utilization of an exhibition stand may be partly or entirely prohibited in the interest of all participants of the event.

1 Stand area: The stand area specified in the stand confirmation shall be marked by the Organizer at the request of the Exhibitor. Stands must be assembled within this area. The Exhibitor must be aware that minor variations in the stand dimensions are possible. These may be caused by, among other things, the varying strengths of the dividing walls. Pillars, wall lugs, ceiling joists, dividing walls, junction boxes, fire extinguishing devices and additional technical facilities are integral parts of the allotted stand area. For this reason, only the on-site measurements apply with regard to position, location, dimensions and potential installations on the leased area. No claims may be brought against the Organizer and Messe Berlin for variations in the confirmed stand area. Installing exhibits, stand units, etc. outside the stand area requires the express, written authorization of the Organizer, in agreement with Messe Berlin.

2 Accessibility: Messe Berlin recommends usage of exhibition stands with barrier-free designs (one level/no steps or ramps on raised floors etc.).

3 Stand safety: Exhibition stands, including furnishings, exhibits and advertising media must be constructed in a stable manner so as to ensure that the lives and safety of persons, and public safety and order are not endangered. The Exhibitor is responsible for and, if necessary, must provide verification of the structural safety of the stand. In case of doubt, Messe Berlin shall commission a statics analysis at the Exhibitor's expense. Two-storey stands are prohibited in the ICC, in Halls 14.2 and 15.2, in the Palais am Funkturm and in the Berlin, Europa, Paris, London and New York assembly rooms in Hall 7 of Messe Berlin.

4 Exhibition stands and special structures requiring approval: All special structures and installations (special exhibition stands) or mobile stands in the ICC Berlin, CityCube Berlin, the Palais am Funkturm, the Marshall-Haus and the BERLIN assembly room in Hall 7 must be presented to the Organizer and Messe Berlin for approval as a rule six weeks before commencement of the event. As a rule, this entails submission of a certification log or a certified statics analysis of the installation.

5 Stand construction materials and roof designs: Stand construction materials, ornamentation and decorations must be at least Category B1 as specified in DIN 4102, or at least Class C as specified in EN 13501-1, i.e. flame resistant. Certification proving compliance with this requirement must be provided to Messe Berlin. Materials which are normally or easily inflammable, drip when burning or produce toxic gases must not be used for stand construction. In certain cases, load-bearing construction components may be subject to special requirements for security reasons.
Stand constructions must observe and comply with DIN 4102 (fire behaviour of building materials and building components) or EN 13501-1.

Roof designs, including ceiling grids, must neither restrict nor obstruct fire-protection installations. Materials used must be at least Category B1 as specified in DIN 4102, or at least Class C as specified in EN 13501-1, i.e. flame resistant, and must not drip when burning, produce toxic gases or obstruct the sprinkler system (minimum mesh size: 2 x 4mm or 3 x 3mm).

**6 Carpeting:** Installing carpets or other decorative materials directly on the available floor space must be executed in such a way as to avoid any danger of personal injury from slipping, tripping or falling. Carpets and other floor coverings laid must not cause accidents and must not extend beyond the boundaries of the stand area. The connection of stand areas with floor coverings is subject to approval and must be carried out in such a way as to rule out any danger of tripping or other accidents in the aisles. Residue-free, removable adhesive tape must be used for any adhesive markings, carpet fixings, etc. Self-adhesive carpet tiles may not be used. All materials must leave no residue when removed. This also applies to substances such as oils, fats, colours, etc. Floors may not be painted. Cleaning costs incurred as a result of violation of these regulations shall be borne by the persons responsible.

The following exhibition areas are fitted with carpet:
- Anthracite-coloured (partially patterned): central lobby, side lobbies, main lobby walkway lobby, Halls 14.2 and 15.2, rooms in Halls 7.1 and 7.3; beige: Palais am Funkturm.

**7 Decorative materials:** Decorative materials must be at least Category B1 as specified in DIN 4102, or at least Class C as specified in EN 13501-1, i.e. flame resistant. The attribute “flame resistant” can only be achieved retroactively on a part of these materials by treating them with a flame proofing agent. A certified flame proofing agent must be used. Confirmation of flame resistance or impregnation carried out according to the regulations (certificate) must be supplied to Messe Berlin in due time.

**8 Explosive materials / ammunition:** Explosive materials are subject to the Explosives Act in its current form and must not be used or displayed during trade fairs and exhibitions.

**9 Use of balloons and flying objects:** Use of balloons filled with safety gas and other flying objects in the halls and open-air areas must be approved by Messe Berlin. Operating any such flying objects must at no time obstruct or damage safety features.

**10 Trees, plants and animals:** Natural plant decorations may only be displayed inside the buildings while they are fresh. Bamboo, reed, hay, straw, bark mulch, turf, (fir) trees without roots or similar materials do not meet the aforementioned requirements (fire hazard). Messe Berlin will rule on any exceptions together with the fire services.

It is not permitted to bring animals into ICC Berlin, CityCube Berlin, the Palais am Funkturm or the exhibition grounds.

**11 Spray guns, nitrocellulose lacquer:** The use of spray guns and nitrocellulose lacquer is prohibited.

**12 Waste, recyclable and residual containers:** No waste, recyclable or residual containers made of flammable materials may be placed in the stand area. Waste, recyclable and residual containers used at stands must be emptied regularly, at the end of each day of the event at the latest. Should larger quantities of flammable waste accumulate, these must be removed several times daily.

**13 Empty containers, packaging:** Storing empty containers, packaging and packaging supplies of any kind is not permitted at the stand or outside the boundaries of the stand inside the buildings. Empty containers, packaging and packaging supplies must be removed without delay.

**14 Smoking ban:** Smoking is prohibited on Messe Berlin premises in enclosed spaces. All Exhibitors must observe the smoking ban at their stands. The Organizer indemnifies Messe Berlin against any claims brought against it concerning violations of the smoking ban.

**15 Fire extinguishers:** We recommend that Exhibitors keep suitable, certified fire extinguishers at their stands.
Messe Berlin, the building supervisory authority or the fire services can, in individual cases, demand that extra extinguishing devices be provided at the Organizer's expense.

16 Glass and acrylic glass: Only laminated safety glass may be used. The edges of glass panes must be shaped or covered to ensure that they pose no danger of injury. All-glass construction parts must be marked at eye-level when setup commences. Glass constructions must comply with the “technical regulations for the use of accident-proof glazing” (TRAV).

17 Exits from extended stands: Stands with a floor area of over 100m² or with a complex design must have a minimum of two separate exits/escape routes/emergency exits, situated opposite each another and marked with luminescent signs. The distance from any stand on an exhibition space to an aisle must not exceed 20m.

18 Exhibition grounds / platform safety barriers: Generally accessible spaces which are directly adjacent to areas lying more than 0.2m below these spaces must be enclosed by balustrades.

19 Acoustic and optical displays: Use of acoustic equipment, as well as audiovisual shows of any kind by the Exhibitor requires authorization from the Organizer or Messe Berlin and must be applied for in writing. The noise level of musical shows must not exceed 60 dBA. Repeated non-observance of these regulations may result in the disconnection of electricity to the Exhibitor's stand, irrespective of the resulting loss in supply to the stand. The Exhibitor may not claim compensation for damages arising directly or indirectly from the interruption of the electricity supply. The burden of proof that the regulations were observed lies with the Exhibitor. As a generally accepted technical regulation, DIN 15 905-5 “Event technology - sound engineering - Part 5: Measures to prevent the risk of hearing loss of the audience resulting from the high sound pressure level of electro-acoustic sound systems” must be observed by the Exhibitor.

20 Electrical installations, water supply, compressed air and gases: It is only possible to connect to the existing supply system in certain areas and, for safety reasons, connections may only be installed by approved specialist companies familiar with Messe Berlin.

The Client shall bear the cost of any such connections.

All technical installations on the exhibition stand must comply with the generally accepted technical regulations. All conductive stand constructions must be equipotentially bonded at the Exhibitor's expense. Electrical installations must be fitted in accordance with the latest security regulations as defined by the Association for Electrical, Electronic & Information Technologies (VDE). Particular attention must be paid to VDE 0100, 0128 and ICE 60364-7-711.

Construction regulations prohibit the use of flammable gases of any type.

21 Heat-generating and heat-producing electrical appliances: As a special precautionary measure, all heat-generating and heat-producing electronic appliances must be fitted to non-flammable, heat-resistant asbestos-free bases. Flammable materials must be kept at a sufficient distance from the appliance relative to the amount of heat produced. Light fittings must not be attached to decorations or similar components. Electronic cooking appliances and other devices which pose a danger if left unsupervised must be switched off after the daily opening hours.

22 Flammable liquids and fire gels may only be used and stored at stands if authorized by Messe Berlin. Use of flammable gases and related appliances (e.g. gas burners) of any kind is prohibited.

23 Spirits and mineral oils (gasoline, petroleum, etc.) may not be used for cooking, heating or operating purposes.

24 Musical renditions (GEMA): In accordance with legislation (copyright law), The Society for Musical Performing and Mechanical Reproduction Rights (GEMA) must grant permission for musical renditions of any kind. Musical renditions which are not registered may result in compensation claims brought by GEMA.

25 CE mark on products: Products that do not have a CE certificate of conformity and do not meet the requirements set out in Section 4 Paragraph 1 or 2 of the Equipment and Product Safety Act (GPSG) may only be exhibited if a sign clearly indicates that they do not meet these regulations and may only be sold in the European Union once the necessary compliance has been established. During demonstrations, necessary precautions must
be taken to ensure the safety of persons present.

26 **Activities requiring approval:** Pyrotechnics, smoke machines, compressed gases, radioactive materials, laser equipment, high frequency equipment, radio communications equipment and x-ray machines may only be used after consultation with and approval from Messe Berlin and, where applicable, the relevant authorities.

27 **Changes to stands / special structures which infringe regulations:** Structures, equipment and decoration (materials) brought in by the Exhibitor which have not been approved do not meet these requirements or BetrVO regulations (Article 27), may not be constructed in the venue and, if necessary, must be removed or altered by the Exhibitor at their expense. This also applies in the event of a substitute performance by the Organizer. For good cause, in particular in the case of severe safety deficiencies, the Exhibitor may be ordered to partially or fully close their stand.

28 **Disassembly of the exhibition stand:** Once the stand has been disassembled, the exhibition area must be returned to its original state. The Exhibitor is liable for any damage to ceilings, walls, floors and the installation facilities. Adhesive tape must be removed and leave no residue.

Any damage or contamination caused by Exhibitors or their representatives to Messe Berlin rooms and facilities, including outdoor facilities, must always be reported to Messe Berlin.

Residual rubbish, packaging and objects will be removed at the Organizer's expense.

29 **Waste disposal / separation:** The Exhibitor must ensure that packaging and waste are not stored in the rooms of Messe Berlin during the exhibition.

In accordance with the principles of the Closed Substance Cycle and Waste Management Act (KrW-/AbfG), accrual of waste during assembly / disassembly and during the exhibition is to be avoided as far as possible.

Waste which cannot be avoided must be disposed of in an environmentally sustainable manner (recycling before disposal). Exhibitors are obliged to effectively contribute in this regard.

Exhibitors must ensure that all materials (ornamentation, packaging, decorations, etc.), as well as installations and structures brought into the grounds of the venue by them or their contractors are removed entirely at the end of the exhibition. Only substances and materials which cannot be reused (and are therefore waste products) must be disposed of via the Messe Berlin disposal system for a fee.

Exhibitors must inform Messe Berlin immediately of hazardous waste (waste requiring supervision) and arrange for separate disposal.

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Messe Berlin GmbH